STATE OF MISSOURI
INFORMATION TECHNOLOGY ADVISORY BOARD
MEETING MINUTES
March 26, 2003

ATTENDEES:

Gerry Wethington	**Gary Eggen**	**Ted MacDonald**
Rex Peterson	**Cliff Gronauer**	**Joe Brenneke**
Suzie Rackers	**Chris Wilkerson**	**Bob Meinhardt**
Tom Stokes	**Larry Reynolds**	**Gail Wekenborg**
Jearl Reagan	**Kim Potzmann**	**Steve Adams**
Jim Roggero	**Steve Burger**	**Dave Schulte**
Cindy Renick	**Gary Lyndaker**	**Dennis Bax**
Jan Grecian	**Brenda Wilde**	**Mike Wankum**
Scott Willett	**Ron Thomas**	**Mary Willingham**
Gail Morris	**Paul Wright**	**Tom Robbins**
Gina Hodge	**Kay Dinolfo**	**Tim Dwyer**
Doug Less	**Jill Hansen**	**David Crain**
Laurie Mills	**Rich Beckwith**	**Karen Boeger**
Jane Thompson	**Tom Smith**	**Brenda Sessions**
Debbie Tedeschi	**Betsy Litton**	**Debi Drewel**
Barb Kiso	**Pat Roe**	**Scott Peters**
Jim Weber		

ACTION ITEMS

Approval of the February 26, 2003, Information Technology Advisory Board Meeting Minutes
Motion to approve was made by Jim Weber and seconded by Gina Hodge.

GENERAL BUSINESS

1.   **CIO Update (Gerry Wethington)**

Invitation from the Government Advisory Committee for the Government Technology Magazine's meeting has been sent out. If you plan on attending, please respond. The meeting is to prepare and set agenda for the June conference. Lunch will be served at 11:30 with the meeting beginning shortly thereafter.

HOMELAND SEC – The Cyber Security action plans will be addressed at the next Homeland Security Council (HSC) meeting before it is sent to ITAB. The Business Continuity group has been meeting and will have a presentation ready for the HSC Deputies' council in April or May. One issue is the effect on Business Continuity of a change of Advisory System levels, e.g. from orange to red. The many levels of red affect surveillance and security checks. The State needs standards on closing buildings to public, moving cash operating agencies to accessible point for public, securing access for critical operations employees, and defining if non-critical employees are on vacation, leave no pay, leave with pay. Gerry is meeting with the Deputy Cabinet to address these items. The Deputy Cabinet will pass recommendations on checklists of progress in event of different levels of red to Business Continuity committee, then on to the HSC.

CYBER SECURITY – There is an email going around that looks as though it was initiated internally by an agency employee, but is not. The email is anti- American and is considered Spam. Several agencies reported their users are upset by the content and are angry with the apparent sender, not realizing that the email came from outside the agency. Gerry's office will generate a message that they are aware of email and its contents and are taking measures to block it.

BUDGET – All agencies have been affected one way or another. Some OA FTEs have been moved from GR to the Revolving Fund, which pushes the costs back to the agencies.

Senate appropriation office has requested a State IT organization chart. Gerry has completed one, which includes the executive branch and CIOs, legislative branch and CIOs, and shows boards and committees and lists the members of each. They also asked for a definition of the relationship of ITAB to the state data center. Gerry created a diagramed showing the relationships. All members are on both charts. In addition to the charts he will submit a copy of the ITAB charter, State Data Center charter, E-Gov charter, and Business Consortium Charter. Will also be giving briefs on the business value generated from OIT.

.GOV ISSUE - All agencies should begin their process of moving to the .Gov extensions in order to meet the deadline of the end of calendar year 2003. Any new orders on stationary, cards, websites etc. should reflect the change.

Statewide email naming convention – Currently putting together a committee to address using the different extension, how this affects platforms, standards issues, and what is in front of and behind @ sign. If interested in serving on this committee, respond to Gerry as soon as possible.

Standards of email servers - need to build business case of why we should or should not change what we are doing today. Mary Luebbert is setting up meetings to discuss this, if you get a call please attend. The goal, as stated by the Governor's office, is to have central email system that serves all state agencies. The change is being pursued because the Governor's Office has been frustrated with its inability to email all state employees with the current email operations. This is an internal government problem, not a vendor issue. The issues to consider include a large upfront investment for moving to a single email system but a centralized system would mean all state agencies lose email if the central server goes down. A single email address would also make it easier for the public to contact an individual state employee.

CENTER FOR DIGITAL GOVERNMENT is offering a Best of Web contest with deadline of July 1. Nominating a project will require time for documenting the project, but Gerry indicated that agencies should submit nominations if interested. Several state governments, including Missouri, are looking at not participating in this year's Center for Digital Government survey of digital state governments because they will not provide information on the criteria they use in the rankings of states.

HIPAA - 101 Session - A short training session for Cabinet members was held to explain HIPAA. If your agency is affected by HIPAA, you should keep your director informed of issues and encourage him/her to attend meetings on HIPAA. Gerry has developed matrix to show each agency's progress toward full HIPAA compliance. Gerry will use the matrix at Cabinet meetings to inform the members of progress. Gerry reminded everyone that April 14 is the date for compliance with Privacy regulations and Oct. 16 for standard transactions and code sets. Jackie White and Gerry to co-chair an executive MO HIPAA group that examine issues brought up and make sure that that the issues are addressed by the appropriate state officials.

ARCHITECHTURE –There is a need to get an application development domain committee formed to discuss strategies of direction. Although there is no money for upfront investment to transition legacy systems to new infrastructure, we still need to establish a direction because agencies are already developing web applications. Rex announced that the Application Development Committee would be chaired by Jim Roggero.

LEGISLATIVE TRACKING - Gerry will look over the list of bills and forward ones of interest to IT to ITAB members. Gerry asked that ITAB members review them and inform him of any additions or changes.

POLICY DIRECTIVES - –These would state that all agencies should have policy of xxx addressing xxxx. OIT will not issue specific policy, as that is the agency's responsibility, but will offer sample policies.

Gerry discussed the need for web standards and mentioned some web applications already in some stage of progress, including commercial one stop , e-grants, and e-benefits. OIS is working with the Business Oversight Committee. Web sites should be designed for ease-of-use of public and not political interest of agency. Gerry indicated a need for a "Show-ME How-To" page for all state services.

The Treasurer's Office is developing an RFP for credit card and electronic payment processing.

QUESTIONS – Several agencies reported staff are becoming very anxious and irritable. Concerns are aimed at layoffs, cut backs, early retirement potential and only a small amount to be backfilled, consolidation, workload, and

physical security   Gerry agreed this is a big concern, and indicated that committee members can ask their directors to have the State Highway Patrol give a briefing for your supervisors on how to deal with potentially violent employees. Workload increase, budget cuts and employee feeling that they are not in appropriate level of class. Communications to employees help with some anxieties. Some employees believe us and others do not.

2.   Miscellaneous Items (Rex Peterson)
Still needing a few letters from Directors of Agencies appointing the members of the ITAB**.**

3.   Mentoring (Tim Dwyer/Jan Grecian) -
Talked to OIT to take over website, would make it more accessible. There are currently three teams formed and active.   There will probably be a new one with announcement of new member, Pat Roe, from Legislative Research.

4.   SAM II - IT Cost Committee (Mary Willingham)
The Cost Code list has been submitted to Division of Accounting and waiting for approval. After approval they will be entered into system for FY04. The next part of the project is educational for accounting employees possibly in June. Continuing to work with purchasing for statewide contract for billing

5.   MOTEC Update (Jim Weber/Paul Wright) -
 Both classrooms are full about 50% of the time.   Tom has visited with most agencies in reference to CAP. The committee will be doing a presentation in April. The Committee did change the way the CAP is calculated. In the past it has been 50% FTE count and 50% utilization but next year will be based on 40% FTE count and 60% utilization.

Jill noted that organizationally, MOTEC has moved under Roger Bisges, Finance in DIS, and the education center was placed under Mitch Odneal. These changes were made after Dan Steidley's retirement.

6.   Technology Services Update (Gail Wekenborg) - The State Data Center steering committee meeting is tomorrow afternoon.

7.   Security Committee Update (LTC Tom Smith) - Tom addressed the committee on adopting the vulnerability assessment methodology. The methodology is a standard to compile and study the information from risk and security assessments, and to share the information with all state agencies as needed. Implementation of this methodology will not be costly, but no date has been set for implementation. An important consideration is being able to protect these assessments from public release. Tom requested that ITAB accept the vulnerability assessment methodology with the understanding that assessments would not be done until the state could ensure the confidentiality of the report.   Gary Lyndaker moved to adopt the vulnerability assessment methodology, and it was seconded by Jearl Reagan. Vote - carried.

The Security Committee's second issue was the adoption of a standard security assessment questionnaire to be completed by all agencies. OIT will coordinate the analysis of and summarize the responses of the questionnaire. The purpose is to gain credible information to determine if data and systems are adequately secured. This information will assist in setting priorities, setting or changing policies/procedures, proposing legislation or requesting funding.   ITAB requested that the document be changed as follows: "….complete this questionnaire annually" rather than by April 1." Protection of information from public disclosure will be addressed before information is gathered and finalized.

Tom Smith recommended that ITAB adopt use of security assessment questionnaire on an annual basis. Questionnaire can change annually or agency could change it annually. Mary did not feel that one day is sufficient time to complete the questionnaire. Agreed to delete line 'in less than one working day.' Discussion on relationship of assessment and questionnaire and benefits of what is found out from results of questionnaire. Recommended to include changes in wording and accept questionnaire for use. ITAB Security Committee would do a workshop with agencies and walk thru the questionnaire.

Move to accept as amended by Gina Hodge, second Gary Lyndaker.

The Security Committee's third issue was a recommendation on staff security awareness training. Tom recommended we not move on this today but bring in presentation in April.- MU has developed on line web training at cost of $1 per head. After giving MU a list of fulltime FTEs and a check to cover number of employees, any employee can take the course online. And later MU can be queried as to who has taken the course. The course can be changed per agency with cost incurred for time spent by MU to upgrade site. If common course content is

changed to be consistent across board, there will be no charge. Discussed and agreed that the Architecture Committee should agree on course content. ITAB Security Committee will present content at next meeting. Moved to present at April Meeting.

8. Personnel Committee Update (Chris Wilkerson/Jan Grecian)
No report

9. Statewide Purchasing Update (Gary Eggen/Karen Boeger)
Project log passed out. Starting to require vendors to provide us the ability to pay electronically. Recommends agencies to use the electronic payment method.

10. Internet/MOREnet Update (Tony Wening)
No report

11. Project Management Committee Update (Jim Roggero/Tom Stokes)
Follow-up on recent issues with program management.

12. Cost Benefit Approach to State Government or Funding Committee (Dennis Bax/Jan Grecian)
MOVAC hopes to have implementation suggestion for April meeting and can be used in the budget cycle for FY 05. Met with Paul and Tom on systems they have internally.

13. ARC has met twice since last ITAB meeting. Adopted products from Security Domain, including antivirus and authentication/passwords. Still putting information on OIT web. Each agency needs to assign an ARC manager and inform Scott of the assignment.

14. Network Management Consortium Update (Jim Roggero/Jill Hansen) -
The service center group has disbanded having completed what they set out to do. Committee recommended that we set a rate committee to review service centers allocations.

15. User Group (Rich Beckwith) Rich asked if the GIS advisory Group is an ITAB user group? He said they were not cooperating on inquiries. Gerry will contact them to make them aware that they are a part of this group.

Open discussion:
- Gerry needs to get a meeting together of all users of IBI products - we have a relationship problem. Need to know all the problems and address them to IBI. The purpose of the meeting is to figure out if we can have a relationship and what is the framework - relate to contract and what products we are going to use, are using.
- Chris – announced the replacement of Mr. Poole by Doug Young at Conservation.
- Jan reminded members that Linn Tech could use any surplused equipment. Look at details in email for procedure for giving PC to schools.
- Schools are requiring internships, and are willing to participate with non-paid internships. 240 hours is required internship, cannot use for more than one-year maximum. Make sure the interns are doing credible work.
- Gail - How many schools require internship on business of administration majors, can we look into this and get a list.

OPEN DISCUSSION
REVIEW OF ACTION ITEMS
- **Gerry to send out list of members of deputy cabinet.**
- **Gerry - send names if want to be on standards committee for .gov on addresses and equipment**
- **List of bills to members to review and comment back on**
- **Send out draft message on email bashing American products - looks as if from inside state user.**
- **If you are a IBI product user contact Gerry to attend a meeting on IBI relationship problems.**

NEXT MEETING

The next ITAB Meeting is scheduled for **April 30, 8:30 – 4:00, Roaring River Conference Room, 1738 East Elm Street, Jefferson City**